



Greater Centennial A.M.E. Zion Church

MEGA-FORM: Facilities — Promo — Audio/Video/Photo — Culinary

MINISTRY:

Contact Person:

Phone/Email)

EVENT:

DATE:

Event Description:

SETUP TIME: [Click here to enter text.](#)

START TIME: [Click here to enter text.](#)

END TIME:

Please note: Room assignments are made by the Admin Office. Please call x101 if you are unsure of your assigned space.

Campus Space:

Expected # of Attendees:

Requested Supplies: Paper Goods Utensils Easel Podium Extension Cords

DIAGRAM OF ROOM SETUP (If Necessary)

Please note: Bus/Van assignments are made by the Admin Office. Please call x101 if you are unsure

NO

Pick up time from the Church:

Pick up Time from the Venue:

Venue Address:

Estimated passanger:

Requested Promotional Material:

Flyer A/V Screen Order of Worship Blurb Social Media Website

What is the relevant information to be displayed on the promotional materials and video announcements? What specific things do you want people to know about this event?

(e.g. Who, What, When, Where, Why, and How)

FACILITIES / TRANSPORTATION

PROMO

Are you requesting Audio/Video support for this event? YES NO

PowerPoint/DVD Presentation

* Length of Presentation/DVD (in minutes or # of slides): [Click here to enter text.](#)

* Approximate time Presentation/DVD will be shown: [Click here to enter text.](#)

Ministry has own laptop.

Ministry needs laptop.

Presentation/DVD has sound.

Presentation accesses internet (i.e. YouTube).

Microphones

Podium

Wireless (How many? - 2)

Tabletop

Mic Stand (How many? - [Click here to enter text.](#))

Internet Access Needed. (For what purpose? [Click here to enter text.](#))

* How many devices will be utilizing internet? [Click here to enter text.](#)

Wi-Fi

Hardwire

Background Music

Ministry will supply smartphone/tablet with playlist.

Ministry will supply CDs.

Discretion of Audio Ministry.

Are you requesting Photography Ministry support for this event? YES NO

Are you requesting Culinary Ministry support for this event? YES NO

Expected # of Attendees:

Brunch

Lunch:

Dinner: [Choose an item.](#)

Finger Foods

e.g.

- "Hot Breakfast" consists of: Eggs, Bread (pancakes, waffles, toast or muffins), Breakfast Meat (bacon, ham or sausage), Juice, Coffee & Tea.
- "Continental Breakfast" consists of: Muffins, Bagels, Yogurt, Juice, Coffee & Tea.
- "Brunch" consist of a combination of Hot Breakfast & Hot Lunch.
- "Hot Lunch" consists of: 1 meat, 1 Vegetable, 1 Starch, 1 Dessert, Bread, Water and Juice.
- "Sandwich Platter" consists of: Assorted sandwiches, Chips, Water and Juice.
- "Dinner" consists of: 1 meat, 1 Vegetable, 1 Starch, 1 Dessert, Bread, Water and Juice.
- "Finger Foods" consists of: hors d'oeuvres to be selected by the Culinary Ministry.

NOTE: This form is created so that you can fill it out on your computer. Notice that there are some areas where you insert text, some areas where you check a box, and some areas where you select from a drop-down menu. Once you have filled out the form please save it with a name that reflects your ministry (i.e. Save as... "Japanese Ministry Brunch"). Once the form is filled out and saved, please submit to your "Minister over Department". This is must be submitted at least **6 weeks before your approved event date.**